

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Crime Victim Advocate	<u>Revision Date:</u> 10/00
		<u>EEO Code:</u> Protective Services
		<u>Status:</u> Non-exempt

II. Summary Statement of Position:

Crime Victim Advocate will review and assess violent crime reports and assist victims and witnesses of all crime categories.

III. Essential Duties and Responsibilities:

- C Review and assess violent crime reports as reported to police.
- C Provide on-scene and follow-up assessment of needs, crisis intervention, information, education and referrals to victims of crime.
- C Assist victims in completion and submission of Crime Victim's Reparation forms and any necessary impact or restitution statements.
- C Act as a liaison for victims between law enforcement, prosecution, judicial members and other related agencies.
- C Monitor court activity by tracking dates and times for arraignments, preliminary hearings, pre-trials, trials, sentencing and appeal actions; inform victims and witnesses of court dates and status of cases.
- C Act as legal advocate for victims and witnesses in Justice Court proceedings by preparing victims and witnesses for court appearances.
- C Coordinate with Prosecutor's Office regarding: victim input on perpetrator's compliance with probationary guidelines; statistical tracking of perpetrator, victim and children for purposes of determining recidivism, victim recovery and juvenile delinquency associated with domestic violence.
- C Develop and maintain client files, monthly statistical data, and communication materials.
- C Participate in public awareness and educational presentations concerning victims of crime and advocacy.
- C Assist Program Coordinator with recruitment and training of volunteers.
- C Prepare grant requests with coordinator
- C Assist in training and providing direction to volunteers.

IV. Marginal Duties:

- C Performs other duties as needed.

V. Qualifications:

Education: High school diploma or equivalent. Valid Utah Drivers License required.

Experience: Some work related experience in the criminal justice system.

Knowledge of: Police terminology and practices; municipal and state laws; police records procedures; and information and privacy laws. Working knowledge of domestic violence issues, judicial processes, and community resources for victims of crime.

Responsibility for: Confidential records and information.

Communication Skills: Effective interpersonal skills to work with individuals in crisis situations and demonstrated ability to communicate effectively, orally and in writing; ability to professionally furnish and obtain information from other departments and agencies.

Tool, Machine, Equipment Operation: Ability to operate an automobile in the course of assigned duties.

Occasional use of computer, printer and fax machine. Frequent use of a telephone.

Analytical Ability: Sort through complex issues and direct victims to needed resources; apply laws to specific situations.

VI. Working Conditions:

Great mental effort is required daily. Some mental stress may be experienced because of the nature of the work and the clientele involved. Constant attendance is required. Work assignments are specific and performed with general supervision. Some on-call and emergency response is necessary.

The above statements are intended to describe the general nature and level of work being performed in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____